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**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

AMD.11.0030

May 6, 2011

COMPTROLLER'S MEMORANDUM 2011-09

TO: All Department Heads

SUBJECT: Renewal of Temporary Civic Center Parking Permits

DAGS' Automotive Management Division is accepting requests to renew expiring Temporary Parking Permits, including 2-Hour and 4-Hour permits.

To meet both the public and agency demands for parking in the limited number of metered parking stalls available in the Civic Center, we are changing the basis for issuing permits and establishing conditions for their use.

We are limiting the issuance of both 2-Hour and 4-Hour parking permits to State offices and services agencies based outside of the State Capitol Complex. The State Capitol Complex is bounded by Vineyard Boulevard, Queen Emma-Alakea Streets, Halekauwila Street, Punchbowl Street, Pohukaina Street, South-Alapai Streets, Beretania Street, and Punchbowl Street to Vineyard.

Civic Center permits will include the address of the office issued the permits. In addition, the offices issued permits are subject to the following limitations and conditions for their use:

Each Office shall maintain permit use logs which shall be kept on file for the duration of the permit and which shall be available for Automotive Management Division (AMD) review upon request.

- Lost or stolen permits shall be reported to the AMD within twenty-four hours of discovery followed by written notification to the AMD within 7 calendar days.
- There shall be a \$20.00 processing charge to replace lost or stolen permits.

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- Any misuse, alteration, and or duplication of permit(s) will result in immediate revocation of the permits. In addition, such incidents may be referred to the State Law Enforcement Office for investigation.
- The 2-Hour Permits shall be invalid during the hours of 11:30 AM to 1:00 PM in State Capitol Complex metered stalls, the South Street Garage and the Makai Parking Garage.

Please complete the attached Request for Civic Center Parking Permit forms and submit them to the Automotive Management Division by May 31, 2011. Prepare a separate request for each office/unit; consolidated requests shall be returned to the Department for resubmission. Issuance of permits by June 30, 2011 cannot be assured for requests received after May 31, 2011.

Agencies should also consider that there are other means of meeting their downtown parking needs. These include purchase of half and full day parking permits at a cost of \$2.00 and \$4.00, respectively, and reimbursing staff for parking fees.

If you have any questions or concerns, call Mr. George Okano of the Automotive Management Division at 586-0343.


BRUCE A. COPPA
State Comptroller

c: Attachment (2)
Civic Center Sign Out Sheet
Request for Civic Center Parking Permit Form (Rev. 05/11)

DEPARTMENT:

PERMIT NUMBER:

Modified:5/4/2011 12:26 PM

REQUEST FOR CIVIC CENTER PARKING PERMIT

(INDICATE NUMBER OF REQUESTED PERMITS)

WHITE 2-hour (Central Honolulu) _____

WHITE 2-hour (Outside Central Honolulu) _____

WHITE 4-hour (Central Honolulu) _____

WHITE 4-hour (Outside Central Honolulu) _____

Billing Address: _____

Department: _____

Division:

Branch / Unit: _____

Office Address: _____

Building Location, Street Address

Contact Person: _____

Phone No.: _____

Justification:

Recommend: ☐ APPROVAL ☐ DISAPPROVAL

Parking Coordinator:

Signature

Date _____

OFFICE USE ONLY

DAGS Automotive Management Division Permit No(s) Issued:		EFFECTIVE DATE	EXPIRE DATE
WHITE 2-hour (Central Honolulu)			
WHITE 2-hour (Outside Central Honolulu)			
WHITE 4-hour (Central Honolulu)			
WHITE 4-hour (Outside Central Honolulu)			